

POSITION STATEMENTS FROM AREA COMMITTEE MEMBERS HELD FOR A PERIOD OF THREE YEARS

Area Archivist

Objective: To preserve the history of the SA Area Al-Anon Family Groups

Collect copies of documents generated during the year from SA Area Committee members, Groups Secretaries' books, etc. and record the material on the CD Index and file in the Archives in the SA Area Office. Examples of the material collected are; SA Area Committee minutes, Annual lists of issues and motions passed by SA Area, Membership Survey results, the monthly Newsletter, reports of PI activities, copies of posters, Alateen safety & behavioural requirements etc.) to avoid duplicating any material held by AGSO.

Prepare a report of activities for and attend the 6 weekly SA Area Committee meetings.

Provide historical material of SA Area for displays as required at PI Open Meetings, Assemblies etc.

Answer questions from Al-Anon members, research students and the public on the history of Al-Anon in SA.

Collect historical information from long term members using the AGSO questionnaire and interviews with older members. Record this information and store in Archives.

Collect and where necessary compile information on the history of the Groups in SA Area.

Collect books, Secretary's books, papers from any group in SA Area that is closing. Sort these for information useful for archives and then pass on books to the Literature Coordinator.

Prepare an annual report of activities for the Delegate to take to the annual Australian Service Conference.

Take responsibility for ensuring that each SA Area member uploads their documents each year to the appropriate folder in the Office Computer. Burn a copy of the previous year's documents to CD and store in Archives.

April, 2013